# ACCOUNTANT

The successful candidate for this position with join the progressive and team oriented staff of the City of Highland. The main functions of this position is to perform a variety of professional accounting, administrative and technical work to review, analyzes and maintain accounting records; and may supervise Account Clerks or other general clerical personnel.

Located north of Redlands, Highland is nestled in the San Bernardino foothills and is the gateway to Big Bear Lake where recreational opportunities abound and home for the East Highlands Ranch planned community. Highland is able to maintain a small town atmosphere while in the midst of the rapidly growing Inland Empire where many cultural activities are available. The current population is 54,761.

*Experience and Education*:
Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

1. Experience: Two years of responsible experience performing professional accounting duties

2. Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a related field.

*Typical Duties* – Typical duties may include, but are not limited to, the following:

1. Participates in the preparing, posting, balancing and reconciliation of the General Ledger and subsidiary accounts.

2. Maintains accounts and funds for various City departments and projects including revolving and enterprise funds, revenue, investments and special funds; determines if funds are available and expenditures properly classified; researches and analyzes transactions to resolve budget problems; provides analysis of available funds at management request.

3. Monitors, maintains and exercises controls for:
   - General and special funds
   - Cash receipts
   - Accounts payable
   - Payroll, worker's compensation, benefits
   - Grants
   - Deposits
   - Claims

4. Prepares work papers, financial statements and various reports for Federal, State and other outside agencies as well as for internal accounting.

5. Analyzes and prepares reports of fund balances projections and reviews with operating departments.

6. Audits and processes payments for contracts and other operating expenses.

7. Monitors and reports on the status of State and Federal grants; reviews and audits grant contracts amendments and other documents to insure grant compliance.

8. Assist in the supervision, training and evaluation of technical and clerical personnel.

9. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

10. Perform related duties as assigned.

*License or Certificate*:  Possession of or ability to obtain a valid Class C California Driver's License

*Salary Range*:   $4,637 - $5,636 per month

*Work Schedule:*  9/80 Work Schedule

*Cafeteria Plan*:   $1,200 per month toward health/dental/vision insurance premiums

*Vacation/Sick Leave*:   80 Hours of accrued Vacation within first year, up to a max of 160 hours; 8 Hours per month of Sick Leave with a maximum of 1250 Hours

*Holidays*:   24 Hours of Floating Holiday per year; 9 paid City Holidays

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*Retirement*:

Retirement benefits are provided through the California Public Employees' Retirement System (CalPERS); 2% @ 55 for (classic) CalPERS members, with the City paying the member contribution; 2% @ 62 for (new) CalPERS members, with the employee paying the member contribution.  The distinction between "classic" and "new" is pursuant to State pension reform legislation (PEPRA).

The passing of a pre-placement physical will be performed as a condition of employment. Appointees will be fingerprinted and required to pass a background investigation.  A DMV background check will also be performed.

Required application can be obtained at City of Highland, 27215 Base Line, Highland, CA, 92346, (909) 864-6861, or at www.cityofhighland.org.

***Applications will be accepted until the position is filled***

AN EQUAL OPPORTUNITY EMPLOYER